

## Job Opening

Administrative Assistant

**Posting Date:** January 29, 2025

**Job Classification:** Full-time, Non-exempt

**Salary:** \$18 to \$24 hourly (DOE)

### Benefits

100% employer paid Individual Health + Dental Insurance

3% Employee Match Retirement Fund (403 b Plan)

Life + Disability Insurance

12 Paid Holidays

96 Hours vacation annually starting

Paid sick leave up to 96 hours annually

**Location:** Winston, OR 97496

**Regular Schedule:** 1.0 FTE, Monday – Friday 8:30am-5pm with flexibility; includes occasional evenings and weekends.

**Summary:** Are you committed to your values and take personal responsibility for what you say you'll do? Do you find it easy to take direction, prioritize, and then focus until the job is done? If you answered "yes" we are looking for you! As an Administrative Assistant, your typical day will be spent performing administrative tasks and assisting with projects to support the organization's mission. This position reports to the Executive Director, serving to meet the demands of fiscal and program compliance, grant reporting, meeting scheduling, recordkeeping, and facilities/property management. The work environment and demands can be challenging at times, but also very fulfilling, given the nature of supporting survivors. The ideal candidate possesses a strong sense of self-awareness, boundary setting, as well as self-care, to ensure a healthy work/life balance. If this sounds like a great fit for you, apply today!

Peace at Home Advocacy Center is a private non-profit organization established in 1978, serving Douglas County Oregon, and is committed to creating a community free from family violence, sexual assault, stalking, and human trafficking through support, education, and empowerment.

Peace at Home values diversity in the workplace and values the importance of addressing issues of racism, homophobia, able-bodyism, and other issues of oppression in order to make services accessible to all individuals regardless of race, color, sex, gender identity or expression, sexual orientation, national origin, religion, age, or ethnic background. Survivors and people from historically marginalized communities are encouraged to apply.

Application Process: Apply online through [Indeed.com](https://www.indeed.com)



**Peace at Home**  
ADVOCACY CENTER

**Essential Duties/Responsibilities:**

1. Assists with preparing accounts payable for approval, preparing payroll for approval, and basic accounts payable bookkeeping functions.
2. Maintains personnel, fiscal, and grant files; ensures and updates organizational systems; recommends process improvements as needed.
3. Supports HR functions such as tracking on-boarding activities, creating staff emails and OneDrive accounts, benefits enrollment, documenting training, and policy checklists.
4. Schedules and plans for necessary logistics and resources for meetings; takes minutes during all meetings and activities lead by the Executive Director, including staff meetings, trainings, board meetings and community meetings.
5. Supports the team by purchasing and tracking necessary supplies and equipment; assists advocates with accessing funds and resources to provide emergency services.
6. Reviews assignments delegated by the ED including but not limited to written communications, grants, marketing materials, social media, and the website.
7. Supports with tracking and recognition of donors, sponsors, grantors, as well as internal team members; manages mailing list.
8. Assists with event logistics and donor relations for fundraising and outreach events.

**Qualifications and Skills:**

- Two or more years of relevant experience performing administrative tasks.
- Familiarity with business principles, customer service standards, administrative functions, standard office equipment, and basic financial functions.
- Non-profit experience is valuable but not required.
- Experience using QuickBooks is preferred but not required; must at least have the ability to learn basic functionality of software systems and enter data with a high degree of accuracy.
- Intermediate level Microsoft Office skills are required, specifically using Outlook, Word and Excel, working knowledge of cloud-based business applications.
- Exceptional attention to detail with a high degree of focus on efficiency and accuracy, as well as a drive to see tasks through to completion.
- Demonstrated strong interpersonal skills and proficiency in business vocabulary to professionally represent the Executive Director and the organization.
- High level of discretion with sensitive information; ability to maintain the confidentiality of locations, survivors, and other business data.
- Ability to promote a trauma-informed, equitable and inclusive approach to the work and the organization's workplace culture.
- Commitment to role modelling: healthy boundaries, calm demeanor, and positive self-care practices.

**Physical Demands and Work Environment**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers; handle or feel objects, tools, or controls. The employee is required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually moderate but varies based on location and activity.

This role will frequently interact with other team members who share information about clients who have experienced trauma/violent crime. The employee must be able to hear and read details about situations/incidents involving emotional, psychological and physical trauma.

### **Other Requirements**

- Desire to understand the root causes and impacts of interpersonal violence, sexual assault, stalking and human trafficking.
- Ability to occasionally travel within and outside of Oregon State. Must have a passing driving record, current driver's license, and proof of car insurance.
- Adheres to all applicable laws, agency policies and practices.
- Willingness to work flexible hours to meet deadlines.

Peace at Home Advocacy Center is an Equal Opportunity Employer,  
drug free workplace and complies with ADA regulations as applicable